Business Writing

Category: Project Management & Business Skills | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Writing is a key method of communication for most people, and it's one that many people struggle with. This workshop will give participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

About This Course

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Detailed Course Outline

1 - Getting Started

- Workshop Objectives
- Pre-Assignment Review

2 - Working with Words

- Spelling
- Grammar
- Creating a Cheat Sheet

3 - Constructing Sentences

- Parts of a Sentence
- Punctuation
- Types of Sentences

4 - Creating Paragraphs

- The Basic Parts
- Organization Methods

5 - Writing Meeting Agendas

- The Basic Structure
- Choosing a Format
- Writing the Agenda

6 - Writing E-mails

- Addressing Your Message
- Grammar and Acronyms

7 - Writing Business Letters

- The Basic Structure
- Choosing a Format
- Writing the Letter

8 - Writing Proposals

- The Basic Structure
- Choosing a Format
- Writing the Proposal

9 - Writing Reports

- The Basic Structure
- Choosing a Format
- Writing the Report

10 - Other Types of Documents

- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

11 - Proofreading and Finishing

- A Proofreading Primer
- How Peer Review Can Help
- Printing and Publishing

12 - Wrapping Up

- Words from the Wise

Additional Course Details

Nexus Humans Business Writing training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward. This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Business Writing course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Business Writing?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Business Writing course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Business Writing training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Business Writing?

Yes, we provide corporate training, dedicated training, and closed classes for Business Writing. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Business Writing?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Business Writing training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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